

Technical Branch
Science & Engineering Group
Para-Professional Engineering Series

ENVIRONMENTAL ENGINEERING TECHNICIAN II

04/98 (TLW)

Summary

Under general supervision, provide technical support to Public Works departments on environmental and safety matters.

Typical Duties

Perform specialized environmental, hazardous materials (HAZMAT), and safety inspections of City owned properties and construction sites. Involves: conducting regular and special inspections of existing and under construction facilities, noting discrepancies and non-compliance problems; recommending corrective and compliance actions; estimating costs of corrections, designing solution alternatives and compliance plans; writing technical specifications for safety and environmental equipment and modifications, preparing drawings and diagrams as appropriate; advising contractors in safety and environmental compliance regulations; developing and drafting specifications and drawings for environmental improvement projects; preparing reports of inspections and potential problems, alternate methods of work and solutions implemented by supervising engineer.

Respond to HAZMAT spills and analyze asbestos hazards. Involves: gathering information about spills and testing for hazardous substances; determining and recommending evacuation requirements, arranging clean-up actions, identifying responsible parties.

Administer City environmental safety program as assigned. Involves: conducting remedial and informational training; developing and writing safety and environmental specifications; preparing, scheduling and conducting pertinent training sessions for City employees; implementing approved safety recommendations.

Supervise technical and clerical support staff as assigned. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform other related duties as required. Involves: serving as City fleet motor pool coordinator, enforcing Motor Pool regulations, coordinating fleet maintenance, monitoring mileage and usage of vehicles; assisting in environmental aspects of landfill linings, measuring and monitoring methane gas releases and levels; monitoring underground storage tank removal for compliance to standards.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Engineering Technology, Drafting Technology or related field and six (6) years of increasingly responsible para-professional environmental engineering experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: engineering design principles, techniques and methods; statistics and cost estimation methods; Federal, State, and Local environmental protection laws; hazardous chemical and other forms of pollutants; safe work practices and procedures. Considerable knowledge of: mathematics related to engineering.

Ability to: review and interpret federal and state laws; collect and analyze data; assist in development of alternate methods of labor, equipment and materials utilization to ensure project, property, facility assets meet regulatory standards; design compliance plans for facilities; develop cost effective methods for compliance; express oneself clearly and concisely, both orally and in writing such as when communicating safety and environmental concerns and compliance requirements to all levels of management, contractors and employees; maintain effective working relationships with fellow employees, the general public and contractor personnel in regards.

Skill in the safe operation and care of: personal computer or network work station, including CADD, word processing, spreadsheets and database software; motor vehicle through city traffic.

Physical Requirements: Occasional: exposure to adverse weather conditions and to construction site environment; hazardous materials when responding to alleged spills.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another State.

Director of Personnel

Department Head

OFFICIAL